

MEC News

Stacey Heislen | Executive Director

5 tips for annual personal financial disclosure (PFD) filers

Volume 63 | January 2025

Tip #1: Mark your calendar.

To be considered timely filed, most annual filers must submit their PFD by **Thursday, May 1, 2025**. The Commission assesses a late filing fee of \$10 per day for each day the PFD is late. After 30 days, the fee can increase to \$100 per day, up to \$6,000. Additional penalties are set out in § 105.492, RSMo.

Tip #2: Know whether you're required to file.

Each January, the MEC notifies individuals who have been listed by their political subdivision as a required annual PFD filer. You may also receive notification from your political subdivision.

Tip #3: File electronically.

Electronic filing can help you efficiently file your PFD directly with the MEC. In the event you need to file subsequent PFDs, you may copy forward and edit previously electronically-entered information. [Click here to login to the PFD electronic filing system](#). [Click here to request a PFD electronic filing account](#). If you choose to mail your PFD, it must be postmarked no later than April 30, 2025. You can also send a copy to our office via email (pfdonline@mec.mo.gov) or fax (573-526-4506).

Tip #4: Personal financial disclosure and campaign finance disclosure are different.

PFDs and campaign finance reports are both filed electronically with the MEC. However, these are separate electronic filing systems with separate sets of login credentials. Your PFD MECID will begin with the letter F. Your campaign finance MECID will begin with the letter C or A.

Tip #5: Take advantage of the MEC's resources.

The MEC offers training and resources to help you comply with personal financial disclosure laws. [View the MEC webinar schedule](#) and register to attend our Top 10 Tips for PFD filers webinar. [Visit the MEC's PFD information page](#) for access to calendars, guides, FAQs, and more.

In this issue:

- 5 tips for annual personal financial disclosure (PFD) filers
- The lobbyist gift ban: a guide for public officials and employees
- Register for candidate training
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- Calendar check

Our mission: The MEC serves the public interest by promoting and maintaining transparency, accountability, and compliance with campaign finance, lobbying, and conflict of interest laws. We educate and assist the citizens of Missouri, public officials, lobbyists, and those participating in public elections by increasing awareness and understanding of the law. We investigate and enforce these laws consistently.



Missouri's lobbyist gift ban: A guide for public officials and employees

What is the lobbyist gift ban?

The Missouri Constitution prohibits members and employees of the General Assembly from receiving gifts from paid lobbyists or lobbyist principals. Executive Order 18-10 also prohibits lobbyist gifts to the executive branch of state government. These provisions do not prevent elected local government officials, their families, and their staff from receiving lobbyist gifts. However, some political subdivisions may have their own policies regarding lobbyist gifts. Consult local ordinances to learn more about your requirements.

What happens if I receive a lobbyist gift?

Some groups may drop off items at public offices. Be wary of such unsolicited gifts, as they may come from a lobbyist or lobbyist principal.

Your agency or political subdivision may have specific procedures for surrendering unsolicited gifts. Consult with your council for detailed internal policies and procedures.

You will receive an email each month if a lobbyist has reported an expenditure to you, your staff, or your family on their monthly expenditure report. Please contact the lobbyist directly if you feel the report is in error. Lobbyists may amend their monthly expenditure reports.

Where can I find more guidance?

The MEC issued Advisory Opinion [2019.05.L.003](#) and [2019.05.L.004](#), addressing many gift-ban scenarios common to members and employees of the General Assembly.



Register for the MEC's Campaign Finance Training Series

You've filed to run for office. Now what?

Join the MEC for an essential webinar series created for new candidates for public office in Missouri. Hosted by the MEC's Compliance and Education Specialists, these webinars are your pathway to understanding Missouri's campaign finance laws.

1. Begin with **"When to Form and Register a Committee,"** where you'll discover the steps and timing to establish your candidate committee.
2. Move on to **"Maintaining a Committee,"** where our team of experts will guide you through the ins and outs of keeping your committee in good standing throughout your campaign.
3. In **"E-Filing a Campaign Finance Report,"** watch as our experts demonstrate, step-by-step, how to report your committee's campaign finance activity using the MEC's campaign finance electronic filing system.
4. In our **"Top 10 Tips for Campaign Finance Reporting,"** webinar, MEC experts review the top 10 questions committees ask about the campaign finance reporting process.
5. Finally, join us for **"After Election Guidelines,"** where you'll learn more about your options and requirements following an election cycle.

[Click here to register for the MEC's Campaign Finance Training Series.](#)

Physical Address:

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Use of public funds reminder

No contribution or expenditure of public funds can be made by an officer, employee, or agent of a county, city, township or a township organization county, school district or charter school to advocate, support, or oppose any ballot measure or candidate for public office. This does not prohibit public officials from making public appearances, issuing press releases, or issuing information-only materials about a ballot measure. See § 115.646, RSMo, for more information. Remember, printed materials relative to a ballot measure must include a proper “paid for by” disclaimer. See our [Paid for By Information Sheet](#) for further details.

Calendar Check

JANUARY 2025						
1/1	New Years Day—State offices closed					
1/6	Lobbyist Registration Renewal Deadline					
1/10	Lobbyist monthly expenditure report due					
1/14	14-day PFD deadline for April candidates					
1/15	Optional January Quarterly Report due					
1/20	Martin Luther King Jr. Day—State offices closed					
1/21	21-day PFD deadline for April candidates					
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025						
2/10	Lobbyist monthly expenditure report					
2/12	Lincoln Day—State offices closed					
2/17	Presidents Day—State offices closed					
2/27	40 Day Before April Election Report due					
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025						
3/10	Lobbyist monthly expenditure report due					
3/17	List of Principals and Legislative Action Report due					
3/31	8 Day Before April Election Report due					
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MEC Tip:
Add deadlines to a calendar you check regularly to avoid penalties.


Coming Soon:
Mandatory April
Quarterly Report due
April 15, 2025



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Personal Financial Disclosure: Have you filed?

Many public employees and officials must annually file a Personal Financial Disclosure (PFD) statement with the MEC to prevent any potential conflicts of interest.

If you are an annual PFD filer under Missouri law or designated as an annual PFD filer by your political subdivision (ex: city, county, district, etc.), you must file your PFD with the MEC by, May 1, 2025.

Electronically File Your PFD:

- Click [here](#) to log-in to the PFD e-filing system.
- Can't find your login info? Click [here](#) to send your ID and password to your registered email address.

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Annual Filer Deadline:

May 1, 2025



Time Period Covered:

Disclose financial interests from 1/1/2024—12/31/2024. If you only served a portion of the year, 1/1/2024—the last day you held the position.

In this issue:

- 2025 PFD Reminders
- Campaign finance reports available online
- After-election campaign finance guidelines for candidates
- Register for clerk and local election authority training
- We're hiring! Reporting Specialist position available
- Calendar check

Campaign finance reports available online

The MEC offers numerous ways to search for and view campaign finance information filed with our office. Whether you want to search for a specific committee's reports, review reports for all candidate or campaign committees involved in a specific election, see a list of contributions valued over \$5,000, or more, the MEC has a search function to help you find the information you need to stay informed.

For more information on how to search our campaign finance data, see our [Following Campaign Finance Money Tutorial Series](#) on YouTube.

Following Campaign Finance
Money Tutorial Series
Part 1: Introduction

Following Campaign Finance Money Tutoria...

by Missouri Ethics Commission

Playlist • 9 videos • 1,426 views

This video series will demonstrate how to use the campaign finance search feature on the MEC web...more

▶ Play all



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After-election requirements for candidate committees

After-election options and requirements for candidate committees differ depending on whether the candidate was successfully elected to public office.

Successful candidates:

- Before being sworn-in to office, successful candidates must file outstanding campaign finance reports, including the *30 Day After Election Report*.
- Successful candidates may choose to either terminate their committee or keep their committee open.
- Successful candidates who choose to keep their committee open should amend their *Statement of Committee Organization* to reflect their next election date to receive important filing reminders.
- Successful candidates who choose to terminate must disburse remaining funds, settle remaining debt, close their bank account, and file a *Termination Statement* along with a full disclosure report.

Unsuccessful candidates:

- Unsuccessful candidates with more money on hand than debt must terminate within 30 days of the general election. Unsuccessful candidates with more debt than money on hand may convert to a debt service committee to retire committee debt.
- To terminate your committee, disburse any remaining funds, settle any committee debt, close your committee's bank account, and file a *Termination Statement* along with a full disclosure report.
- To amend to a debt service committee, amend your *Statement of Committee Organization* to reflect that your committee is now a debt service committee.

See the MEC's [After Election Guidelines Information Sheet](#) and [Terminating a Committee Information Sheet](#).



Register now! Webinar training for clerks and local election authorities

Join the MEC for a webinar series created for Missouri's clerks and local election authorities. These webinars are your pathway to understanding MEC requirements for political subdivisions

1. Begin with "**Ethics Requirements for Political Subdivisions**," where we explain how to determine and file your subdivision's annual operating budget (AOB) and the adoption and/or re-adoption of a conflict of interest ordinance.
2. Move on to "**Preparing for Candidate Filing**," containing an in-depth review of the materials provided in MEC election packets and how to use those materials during the candidate filing process.
3. In "**Completing the Annual PFD Filers List**," political subdivisions with an AOB over \$1 million will receive a step-by-step demonstration of how to electronically file a political subdivision's list of annual PFD filers.
4. Finally, in "**Completing the Candidate PFD Filers List**," political subdivisions with an AOB over \$1 million will receive a step-by-step demonstration of how to file a political subdivision's list of candidates in the April 2026 election that are required to file a PFD.

Two sessions are offered for each topic. Space is limited and registration is required. [Click here to register for the MEC's Local Election Authority Training Series.](#)

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We're Hiring! Reporting Specialist Position Available

The MEC is seeking a customer service-oriented individual to join its Jefferson City team as a Reporting Specialist. Duties include assisting candidates and public officials in state and local office and committee treasurers required to file campaign finance reports with the MEC. On-site job training and support will be provided. The ideal candidate has an associates degree or two years of experience and possession of a high school diploma/GED. [Learn more about this position here.](#)

Calendar Check

APRIL 2025						
	4/3	30 Day After March Election Report due				
	4/8	Election Day—Go vote!				
	4/10	Lobbyist monthly expenditure report due				
	4/15	Mandatory April Quarterly Report due				
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MEC Tip:

Add deadlines to a calendar you check regularly to avoid penalties.

MAY 2025						
	5/1	Annual Filer PFD due				
	5/8	Truman Day—State offices closed				
	5/9	30 Day After April Election Report due				
	5/12	Lobbyist monthly expenditure report due				
	5/26	Memorial Day—State offices closed				
	5/30	List of Principals and Legislative Action Report due				
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2025						
	6/10	Lobbyist monthly expenditure report due				
	6/19	Juneteenth—State offices closed				
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



Coming Soon:
Mandatory July Quarterly
Report due July 15, 2025

